

## Licensing Inspection: Facility- Based Day Services

**Name of Location:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/ State/ ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Current Licensed Capacity:** \_\_\_\_\_ **Current number present:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**License Type:**

- ☐ **WAC**
- ☐ **AAC**
- ☐ **Sheltered Workshop**
- ☐ **Unclassified**

This Day Services Licensing Report is based on findings on the date of review. Within 15 days (\_\_\_/\_\_\_/\_\_\_), the service provider must submit a Plan of Correction for any deficiencies cited in this report. The Plan of Correction must include: 1) the actions taken to correct each cited deficiency, 2) the actions taken to prevent similar recurrences, 3) the person or persons responsible for completing the action, and 4) the actual or expected completion dates of those actions (must not exceed 60 days).

	Indicators- Safety	Guidance	Compliance	Remarks:	Deficiency Type:
1	Each program must be operated in accordance with applicable state and federal laws.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
2	There will be at least the following minimum participant/staff ratio for each program: <ul style="list-style-type: none"> <li>• Adult Activity Center - 7:1;</li> <li>• Work Activity Center - 7:1;</li> <li>• Sheltered Workshop - 10:1;</li> <li>• Unclassified Program - 10:1.</li> </ul>	Note: This ratio is applicable to the entire program and staff who are not responsible for direct participant support may be included in this ratio.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
3	A designated responsible staff member must be present and in charge at all times a participant is present. The staff member left in charge must know how to contact the director at all times.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
4	At no time shall any participant be without supervision unless a specified activity which allows for an adult participant's independent functioning is planned and documented.	Please refer to DDSN Directive 510-01-DD: Supervision of People Receiving Services.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
5	A minimum participant/staff ratio of 10:1 must be maintained in each classroom, workshop, program area, etc. at all times.	When determining staffing patterns within a program and within a classroom, workshop, program area, etc., the supervision needs of each participant must be considered including their need for "independent functioning" as defined in Standard #4.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III

6	Each program shall have provisions for alternate coverage for staff members who are ill. Such policies shall require staff members with acute communicable disease, including respiratory infection, gastro-intestinal infection, and skin rash, to absent themselves during the acute phase of illness.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
7	When licensed as an Adult Activity Center, participants will be at least 18 years of age.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
8	When licensed as an Unclassified Program, participants will be at least 12 years of age.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
9	When licensed as an Unclassified Program, participants under age 18 are served in a program area apart/separated from adult participants.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
10	Each facility shall provide a minimum of 50 square feet of program space per participant.	Per participant present in the facility.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
11	Programs must be:  a) Free from obvious hazards b) Clean c) Free of litter/rubbish d) Free of offensive odors e) Equipment in good working order f) Accessible to participants and staff		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
12	Hot water temperature in the program area accessible to participants must never be more than 110 degrees Fahrenheit.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
13	The facility will meet the regulations of the appropriate standards for fire safety as set forth by the South Carolina Fire Marshal codes. Report of an approved fire safety inspection completed by a local Fire Marshal or the State Fire Marshal's shall be maintained in the facility's records.	Fire Safety Inspections, when required, must be made by a Fire Marshal employed by the State Fire Marshal's office.  <u>Sites that have fire sprinkler systems must be inspected in accordance with NVPA25 standards and DHEC requirements.</u>  <u>To maintain certification: monthly, quarterly, semi-annual, annual and five (5) year inspections must be completed. All the inspections can be handled by day staff or maintenance staff. EXCEPT for the five year inspection which</u>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III

		<u>must be performed by a certified sprinkler contractor.</u> <u>Documentation of all inspections must be maintained by the provider.</u>			
14	The agency shall formulate and post in each room and work area, in a place clearly visible, a diagrammatic plan for evacuation of the building in case of disaster.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
15	All employees shall be instructed and kept informed regarding their duties under the plan.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
16	The center shall hold fire/disaster* drills at least once each quarter. Each drill conducted shall be recorded as to time, date of drill, number of those participating, and the total time required for evacuation. The record shall be signed by the person conducting the drill.	*Fire drills will be held quarterly. Additionally, disaster drills will be held annually.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
17	Passageways shall be free of obstructions at all times.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
18	All staff shall be instructed in the proper use of fire extinguishers as documented in reports.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
19	The use of electrical extension cords is prohibited.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
20	Programs serving people who are deaf will develop a fire alarm system to assure the clients are alerted to the danger of fire.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
21	A safety check on electrical systems shall be made by a licensed/certified electrician/contractor and a written report kept on file at the facility at all times. A new inspection shall be made after any expansion, renovation, or the addition of any major electrical appliances or equipment.	Sites that have emergency generators must perform complete and thorough inspections of them. Providers must perform monthly checks of the generators. Documentation of all checks must be maintained by the provider.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
22	All staff shall be knowledgeable of utility cut-offs throughout the facility.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
23	The heating system shall be approved annually by a licensed/certified HVAC contractor and the report maintained on file at the facility. Floor furnaces shall have adequate protective coverings or guards to insure that individuals coming into contact with them shall not be burned. If space heaters are used,		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III

	they shall be vented properly and screens or other protective devices shall be provided to prevent individuals from coming into contact with heaters.				
24	All cleaning equipment supplies, insecticides, etc., shall be in a locked cabinet or located in an area not accessible to unauthorized persons.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
25	Furniture, equipment, and training materials shall be appropriate to the ages of the individuals in the program; shall be sturdily constructed without sharp edges; shall not be covered with toxic paint; and shall present minimal hazards to individuals.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
26	Stationary outdoor equipment shall be firmly anchored.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
27	When providing Support Center Services, the area in which services are provided must have comfortable accommodations and materials for activities that are appropriate for the people who receive the service.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
28	The use of tools and equipment shall be supervised by staff.	Supervision will be provided in accordance with the person's assessed need. As appropriate, independent use of equipment will be allowed.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
29	In the presence of unusual hazards arising from certain work operations, appropriate safety precautions shall be taken to insure the protection of those present.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
30	Equipment and Materials for Learning, Recreational Experiences--Indoor and outdoor equipment and materials shall be provided in sufficient quantity and variety to meet the developmental need of the participants. The equipment will be age appropriate for the clients who use it.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
31	If the facility operates a transportation system, vehicles used for the transportation of participants shall ensure safety for the passengers.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
32	Vehicles shall be inspected daily, using a checklist. The driver shall sign a report which indicates that he has checked the lights, brakes, horn, wipers and tires.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
33	Maintenance of vehicles shall be recorded, updated, and signed every month.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III

34	Each passenger shall have adequate seating space and shall use a seat belt or restraint system approved by the Highway Traffic Safety Administration Standards which is appropriate for his/her age while being transported.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
35	Each vehicle will have: <ul style="list-style-type: none"> <li>• first aid kit which is replenished after each use and checked monthly for completeness;</li> <li>• fire extinguisher which is in good working order and securely fastened in a manner which is easily accessible to the driver.</li> </ul>		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
36	Vehicle operators and all staff who transport clients will be licensed drivers who are capable of handling road emergencies and hazards and will have a current defensive driving course certificate within one (1) month of employment which is on file in the agency. If there was no course offered within the first month, this must be verified and the staff must take and pass the first course offered.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
37	Medication to be administered shall be stored in a locked cabinet not accessible to unauthorized persons.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
38	Prescribed medication shall be kept in the original containers bearing the pharmacy label which shows drug name, the prescription number, date filled, physician's name, directions for use, and the patient's name.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
39	Written authorization to administer any medication must be given.	If the service recipient is over age 18 and has not been adjudicated incompetent, he/she is considered his/her own guardian and therefore may authorize the administration of his/her medications. If a non-adjudicated adult is unable to authorize, authorization may be given by a parent/representative or surrogate. For those under age 18 or those adults who have been adjudicated incompetent, authorization must be given by parents or guardian.  For ICF/ID residents,	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III

		medications must be given in accordance with applicable ICF/ID regulations and standards			
40	Medications must be safely and accurately given.	<ul style="list-style-type: none"> <li>• In accordance with ICF/ID Standards/ Regulations, as applicable.</li> <li>• Medication has not expired.</li> <li>• There are no contraindications, i.e., no allergy for the drug.</li> <li>• Administered at: <ul style="list-style-type: none"> <li>○ Proper time</li> <li>○ Prescribed dosage</li> <li>○ Correct route</li> </ul> </li> </ul>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
41	Employees supervising the taking of medication will document that medication was taken by client as authorized by parents or guardian.	<p>For participants not independent in taking their own medication/treatments, a medication/treatment log must be maintained to denote:</p> <p>a) The name of medication or type of treatment given.</p> <p>b) The current physician's order (and purpose) for the medication and/or treatment or authorization from the responsible party.</p> <p>c) The name of person giving the medication.</p> <p>d) Time given.</p> <p>e) Dosage given.</p> <p>The medication log must be reviewed at a minimum, monthly. If the reviews indicate error, actions must be taken to alleviate future errors. Entries must be made at the time the medication/treatment was given.</p> <p>Medication includes over-the-counter medications.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
42	Outdated medications and discontinued medications are disposed of per Provider policy.		<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III

43	A first aid kit shall be maintained at each program site.	First Aid Kit is a collection of supplies which may include: mild hand soap or hand sanitizer liquid; cotton tipped applicators; gauze bandages, one (1) and two (2) inch widths; sterile gauze, three (3) inch by three (3) inch; band-aids; adhesive tape; scissors; disinfectant; and thermometer.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III
44	<p>Each program will have a current activity schedule posted.</p> <p>The schedule will reflect the hours the facility is open and the hours the program offers supervised services.</p> <p>The schedule must reflect the scheduled activities of the day.</p>	Schedules of activities should reflect the general schedule for the program. It is not necessary to specify the discrete activities that will occur with each service or program area. It is acceptable to identify the program start time, break times, lunch times, etc.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Remarks:	<input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III

Inspection completed by: \_\_\_\_\_